Montana Office of Public Instruction
School Nutrition Programs
New Claim Reimbursement Instructions
2005-2006

Helpful Claiming Reminders

➤ Claims are due by the 10th of the month following the claim month and will be paid during the month of submission.
➤ Claims can be submitted starting on the 1st day of the month following the claim month.
➤ All claims must be submitted within 60 days from the last day of the month of claim. Claims submitted 60 days past the end of the claim month will not be paid.
➤ Claims cannot be submitted for the current month or the month ahead.
➤ Claims for months with less than 10 serving days (for example June combined with May or August combined with September) should be combined with the previous or following months claim and submitted as one reimbursement except in cases that the claim exceeds 30 days. A reimbursement claim cannot exceed 30 days.

If you need assistance submitting a claim, contact the OPI at (406) 444-2501.

Important Changes This Year to Claims

➤ **New Claiming Website -** http://data.opi.mt.gov/cnp/Login.asp
➤ **Site Claiming** - Sponsors will enter monthly claims for each school **site**.
➤ **Annual Financial Report** – Sponsors will complete an annual financial report in June of each year (this will be the trustees report for public schools) rather than submitting income and expenditures on a monthly basis.

Overview of Steps to Complete the Claim Process

Detailed Steps to Complete the Claim Process

Step 1: Logging In

1-1.) Login to the website http://data.opi.mt.gov/CNP/Login.asp – enter User ID and Password

1-2.) Select **School Nutrition Programs** (the purple puzzle piece)

1-3.) Select Program year – **2006**

Note that the computer screens represented in this manual may reflect that of another state. They are used as examples only.

Step 2: Submit a blank SPONSOR CLAIM form in order to access the SITE CLAIM(S)

2-1.) The website displays the SPONSOR SUMMARY page

2-2.) Select the "**CLAIMS**" tab from the SPONSOR SUMMARY PAGE

2-3.) Locate the Claim Month and select "**ADD**" next to the SPONSOR CLAIM. The Web site displays the SPONSOR CLAIM form.

***Important Note**: Do not enter in any data or figures into the SPONSOR CLAIM form at this time. **Submit the <u>blank</u> SPONSOR CLAIM form** first (there will be zeros in all spaces). The software will automatically consolidate the SITE CLAIM information into the SPONSOR CLAIM form as the SITE CLAIMS are completed.*

2-4.) Scroll to the bottom of the (blank) SPONSOR CLAIM form and click "**SUBMIT**". The Web site will then automatically create the SITE CLAIM forms, but not until this has been done.

2-5.) A POST CONFIRMATION page will appear with a notice stating that the SPONSOR CLAIM was posted to the data base with a status of **Errors Detected** (this error message is to be expected after submitting the blank SPONSOR CLAIM form). Click "**HERE**" to go to the Sponsor Claim Listing.
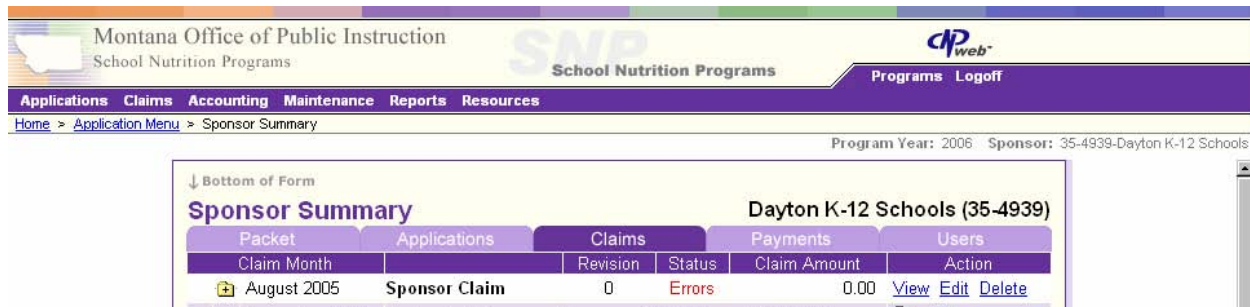
Step 3: Access the SITE CLAIM form(s)
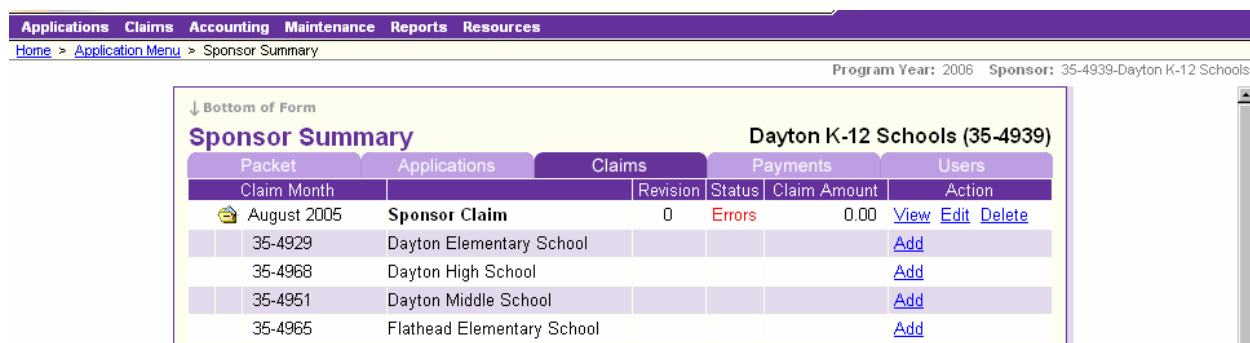
For each claim month, you must submit a separate claim that summarizes all of the activity at _each_ of your sponsored sites. To display the SITE CLAIM form(s):

3-1.) Locate the SPONSOR CLAIM month just submitted and click on the **PLUS** ⊞ symbol. It will expand to show each individual site claim.

3-2.) Click "**ADD**" to input a claim for each SITE CLAIM.
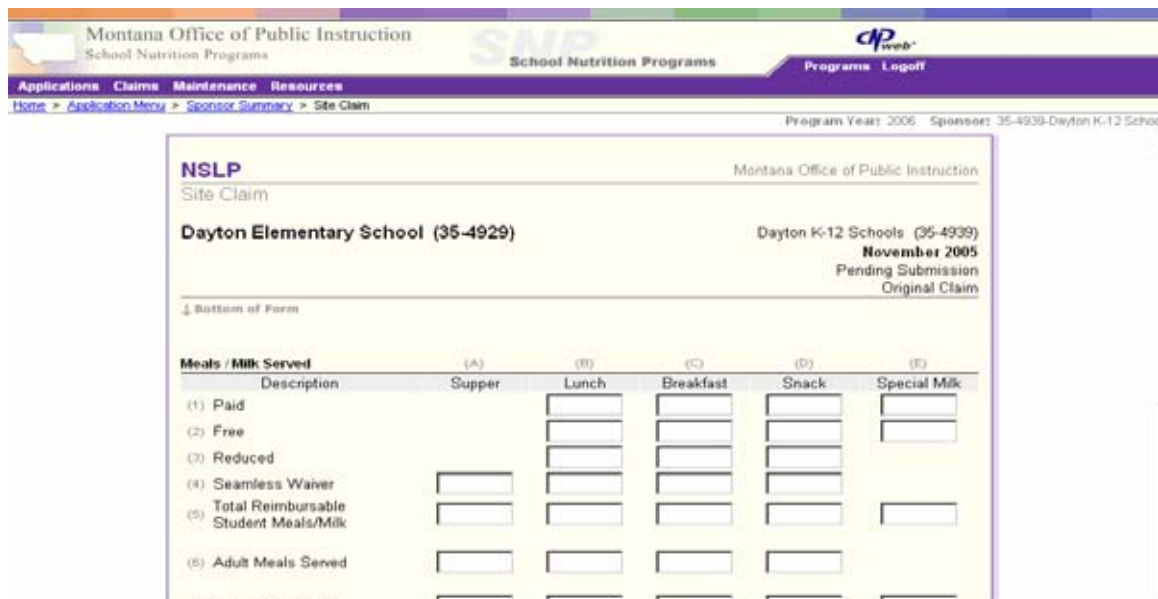
Step 4: Enter data into the SITE CLAIM form.

The website displays the SITE CLAIM form after clicking "Add" next to the appropriate site.

SITE CLAIM Form Details

Meals/Milk Served

*Note: Severe Need Breakfast and Needy Snack categories will automatically be added by the software into the consolidated SPONSOR CLAIM as the SITE CLAIMS are completed. Therefore, **you may enter severe need categories in the regular Breakfast or Snack columns.***

4-1.) The SITE CLAIM form allows you to enter the following meals and milk data for this SITE CLAIM period.

Tip: Use your "Tab" key to move from box to box quickly or navigate with your mouse. <u>Do not use the "Enter/Return" key.</u>

(1.) Paid – record the number of paid meals served in each category.
(2.) Free – record the number of free meals served in each category.
(3.) Reduced – record the number of reduced price meals served in each category.
(4.) Seamless Waiver- leave blank.
(5.) Total Reimbursable Student Meals / Milk –The totals must be the sum of the counts from rows 1 through 4.
(6.) Adult Meals Served – record the number of adults served. Do not include foodservice staff (individuals who have been hired to work in the foodservice program).
(7.) Days of Operation – record the number of days meals/milk were served in each category.
(8.) Average Daily Attendance – multiply the highest enrollment by your attendance factor. The state average attendance factor of 95 percent may be used.
(Enrollment count X .95 = the Average Daily Attendance)

Eligibility Information:

(9.) Paid Eligible Children –record the <u>highest</u> number of children who are eligible for PAID meals (total eligible children minus free and reduced price children).
(10.) Free Eligible Children – record the <u>highest</u> number of children who are eligible for FREE price meals.
(11.) Reduced Eligible Children – record the <u>highest</u> number of children who are eligible for REDUCED price meals.
(12.) Total Eligible Children – record the <u>highest</u> number of children enrolled in the school site.

Note: If you do not have all the numbers you need to submit your claim, you can enter partial information into the SITE CLAIM form and click submit without selecting the box that it is ready for payment. Your claim will not be sent to the OPI for approval; however, the data will be saved with the partial information entered and posted in an error status.

Step 5: Submit the SITE CLAIM

5-1.) After all data has been entered for this SITE Claim click "**SUBMIT"**. The Web site checks your claim for input errors.

If errors are found, the Web site displays the SITE CLAIM-POST CONFIRMATION page with an **Errors Detected** message. ***Refer to Step 7 on how to open and resolve errors***. If you cannot resolve the input errors at the time you attempted to submit the claim, you can open the un-submitted claim at a later time.

If your claim <u>does not</u> contain any input errors, the Web site displays a SITE CLAIM-POST CONFIRMATION page notifying that the site claim is in an **Approved** status.

*Note: This approval notice should be interpreted as an edit check for passing business rules in place and that the data is being consolidated into the SPONSOR CLAIM. **Further steps are still needed to complete the claim process.***

5-2.) Click "**HERE**" to go to the Site Claim Listing.

5-3.) If the sponsor has additional sites, repeat steps (3-2 throughthough 5-1) until all SITE CLAIMS have been successfully completed. **On the last approved SITE CLAIM – POST CONFIRMATION page, click "HERE" to go the SITE CLAIM LISTING.**

Step 6: Submit the SPONSOR CLAIM

Once all SITE CLAIMS have been successfully completed, a SPONSOR CLAIM **must** be submitted. The SPONSOR CLAIM will automatically consolidate information from the SITE CLAIM data entered.

6-1.) Locate the SPONSOR CLAIM that coincides with the month of claim and SITE CLAIMS just submitted.

Note: The SPONSOR CLAIM will be in error status at this time.

6-2.) Click "**EDIT"** next to the SPONSOR CLAIM.

6-3.) The Web site displays the SPONSOR CLAIM with the consolidated SITE CLAIM data.

*Note: An Error Message will most likely appear at the top of the SPONSOR CLAIM regarding **sites** eligible to claim this month. This error message should clear when the SPONSOR CLAIM is submitted.*

6-4.) If any sites participate in the Special Milk Program that collect income applications and have the free option, enter the Average Cost Per-Half-Pint into item 10.

6-5.) **Check box 15 when the Claim is ready for payment.**

Important note: **The claim is not forwarded to the Office of Public Instruction (OPI) for approval and payment until you check this box.**

6-6.) Click "**Submit**"

6-7.) The website then displays the SPONSOR CLAIM SUMMARY page.

Example pictured on the following page.

NSLP — Indiana Department of Education
Sponsor Claim Summary

WABASH VOCATIONAL SCHOOL — **July 2002**
1239 — Pending Submission
Submitted by on — Original Claim
↓ Bottom of Form

Supper / Lunch Reimbursement

Meal Type	Meals Served	Rate	Amount
SFSP Supper	0	2.1400	0.00
Total Supper	0		0.00
Paid Lunch	1,443	0.2000	288.60
Free Lunch	962	2.1400	2,058.68
Reduced Lunch	2,886	1.7400	5,021.64
SFSP Lunch	0	2.1400	0.00
Total Lunch	5,291		7,368.92
Total Supper / Lunch	**5,291**		**7,368.92**

Breakfast Reimbursement

Meal Type	Meals Served	Rate	Amount
Severe Need Paid Breakfast	0	0.2200	0.00
Severe Need Free Breakfast	0	1.1700	0.00
Severe Need Reduced Breakfast	0	0.8700	0.00
SFSP Severe Need Breakfast	0	1.1700	0.00
Total Severe Need Breakfast	0		0.00
Regular Paid Breakfast	1,443	0.2200	317.46
Regular Free Breakfast	962	1.1700	1,125.54
Regular Reduced Breakfast	2,886	0.8700	2,510.82
SFSP Regular Breakfast	0	1.1700	0.00
Total Regular Breakfast	5,291		3,953.82
Total Breakfast	**5,291**		**3,953.82**

Snack Reimbursement

Meal Type	Meals Served	Rate	Amount
Regular Paid Snack	1,443	0.0500	72.15
Regular Free Snack	950	0.5800	551.00
Regular Reduced Snack	2,886	0.2900	836.94
SFSP Regular Snack	0	0.5800	0.00
Total Regular Snack	5,279		1,460.09
Site Eligible Free Snack	0	0.5800	0.00
SFSP Site Eligible Snack	0	0.5800	0.00
Total Site Eligible Snack	0		0.00
Total Snack	**5,279**		**1,460.09**

Milk Reimbursement

Meal Type	Meals Served	Rate	Amount
Paid Special Milk	0	0.1350	0.00
Free Special Milk	0	0.0000	0.00
Total Special Milk	**0**		**0.00**

Total Claim Reimbursement Amount		12,782.83
Less Previous Reimbursement Amount		0.00
Net Claim Reimbursement Amount		12,782.83

↑ Top of Form

Click here to go to the Claim Listing or select another option from the menu above.

6-8.) Review the SPONSOR CLAIM SUMMARY
6-9.) Click "**HERE**" to go the Claim Listing
The Web site consolidated all SITE CLAIMS and has submitted your SPONSOR CLAIM to the OPI for approval. It displays the SPONSOR CLAIM SUMMARY page showing the status of **approved**.

When you reach this point, you have successfully completed your claim process and may log off.

Step 7: Open a SITE CLAIM form in Error status

Open a SITE CLAIM that Contains Input Errors Immediately After Attempting to Submit the Form

7-1.) At the POST CONFIRMATION-ERROR DETECTED page, click "**HERE**" to go to the SITE CLAIM LISTING.
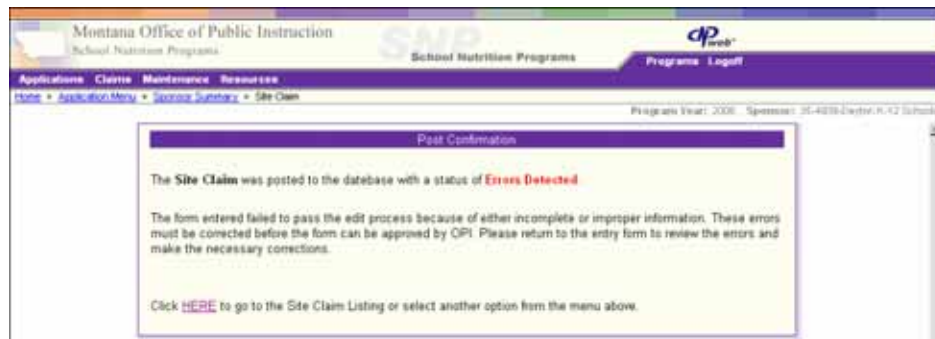
7-2.) Click "**EDIT**" next to the SITE CLAIM with Errors. The Web site displays the SITE CLAIM page with the error message(s) visible.
7-3.) Review and correct errors noted (the items in error will be highlighted in red).
7-4.) Click "**SUBMIT**"
7-5.) A Post Confirmation page will appear notifying if the SITE CLAIM has been **Approved** or with **Errors Detected**. If errors have been detected repeat these steps (7-1 through 7-5) until resolved or approved.
7-6.) When all errors have cleared and the SITE CLAIM is in an **Approved** status, click "**HERE**" to go to the SITE CLAIM listing.

Note: SITE CLAIMS with errors must be corrected before the SPONSOR CLAIM can be submitted. Once all SITE CLAIMS have been successfully completed, a SPONSOR CLAIM must be submitted. The SPONSOR CLAIM data is automatically compiled from the SITE CLAIM information entered.

7-7.) Follow Step 6 on How to Submit a SPONSOR CLAIM.

Open a SITE CLAIM that Contains Input Errors at a Later Time

7a.) At the SPONSOR SUMMARY page, click on the "**CLAIMS**" tab.

7b.) Locate the correct claim month and click on the **PLUS** symbol inside the expanding folder to view the SITE CLAIMS for this claiming period.
7c.) Locate the SITE CLAIM with an error status and click "**Edit**"
7d.) Review and correct errors noted (the items in error will be highlighted in red).
7e.) Click "**SUBMIT**"
7f.) A Post Confirmation page will appear and notifying if the SITE CLAIM has been **Approved** or with **Errors Detected**. If errors have been detected repeat these steps until resolved.
7g.) When all errors have cleared and the SITE CLAIM is in an **Approved** status, click "**HERE**" to go to the SITE CLAIM listing.
7h.) Follow Step 6 on how to submit a SPONSOR CLAIM.

Step 8: View SPONSOR/SITE CLAIMS

The Web site keeps track of monthly claims and revisions to monthly claims.

When you view a monthly claim, you can review the original version of the claim, and any revision to that claim.

8-1.) Select "**CLAIMS**" from the menu bar (upper left hand corner)

8-2.) Click on "**Reimbursement Claim**"

8-3.) Select the month of reimbursement

8-4.) Click "**Sites**" to view the Site claims

8-5.) Click "**View**" next to the desired SITE CLAIM

➢ Original claim- The first version of the claim that your organization submits to the OPI. The original claim has the revision number 0 (zero).

➢ Revision claim- Any changes to the original claims that are submitted by your organization to the OPI. After the OPI has approved an original claim, all changes are entered and tracked as claim revisions. Each revision is assigned a number when it is submitted. Click on the revision

Step 9: Revise a Paid Claim

You can make changes to a claim after the OPI has authorized payment to your organization within the 60 day limitation. You cannot change the paid claim – you must submit a claim revision.

To make changes to a claim (an original or revision) after it has been approved and paid by the OPI:

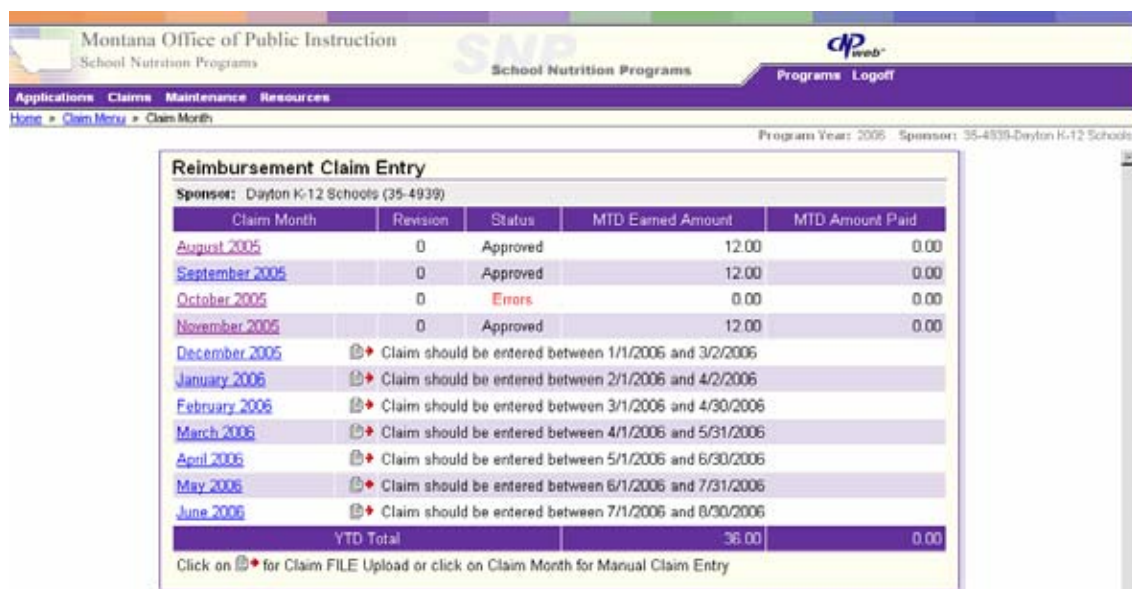**9-1.)** Click "**CLAIMS**" from the menu bar (on the upper left hand side of the screen)
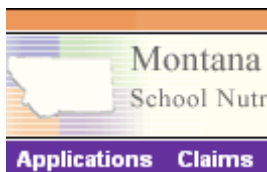
9-2.) Select "**REIMBURSEMENT CLAIM**"

9-3.) The web site will display the REIMBURSEMENT CLAIM ENTRY – CLAIM LISTING page for each claiming period.

9-4.) Locate the correct month and click on the **month**.

9-5.) The SPONSOR CLAIM ENTRY page shows the claim history with all revisions. Look through the list of claims submitted during this claim period and identify the most recent claim version.

9-6.) Click "**SITES**"

9-7.) Locate the correct SITE CLAIM to be revised

9-8.) If the most recent SITE CLAIM has the PAID status, click "**Revise**". The Web site displays the SITE CLAIM page.

9-9.) Make all appropriate changes to the SITE CLAIM.

9-10.) Click "**SUBMIT**". The Web site checks your claim for input errors.

9-11.) If errors are found, the Web site displays the POST CONFIRMATION page with an **Errors Detected** message. Click "**HERE**" to go to the SITE CLAIM listing.
Click "**EDIT**" next to the SITE CLAIM in error status; make all appropriate changes then click "**SUBMIT"**.
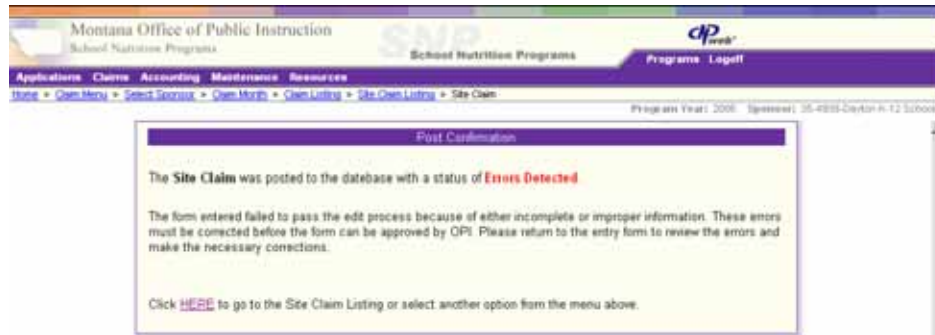
9-12.) If your claim does not contain any input errors, the Web site displays the POST CONFIRMATION page, notifying that the SITE CLAIM is in an **Approved** status.

9-13.) Click "**HERE**" to go the SITE CLAIM listing
9-14.) If additional sites need to be revised, repeat these steps until all are correctly approved.
9-15.) When all revisions have been made to the SITE CLAIM(S) and in an **Approved** status, click "**CLAIM LISTING**" from the menu bar to proceed to the SPONSOR CLAIM.

This page shows the SPONSOR CLAIM history with all revisions. Look through the list of claims submitted during this claim period and select the most recent claim version

9-16.) Click "**EDIT**" next to the revised SPONSOR CLAIM

9-17.) If the SPONSOR CLAIM appears to be correct, scroll to the bottom and **check the box when claim is ready for payment** (item number 15) then click "**SUBMIT**".
9-18.) If your claim <u>does not</u> contain any input errors, the Web site displays the SPONSOR CLAIM SUMMARY page.

9-19.) Click "HERE" to go to the Claim Listing or select another option from the menu above.

The Web site submits your claim to the OPI for approval and displays the SPONSOR CLAIM ENTRY – CLAIM LISTING page showing an **Approved** status.

When you reach this point, you have successfully completed your claim revisions and may log off.